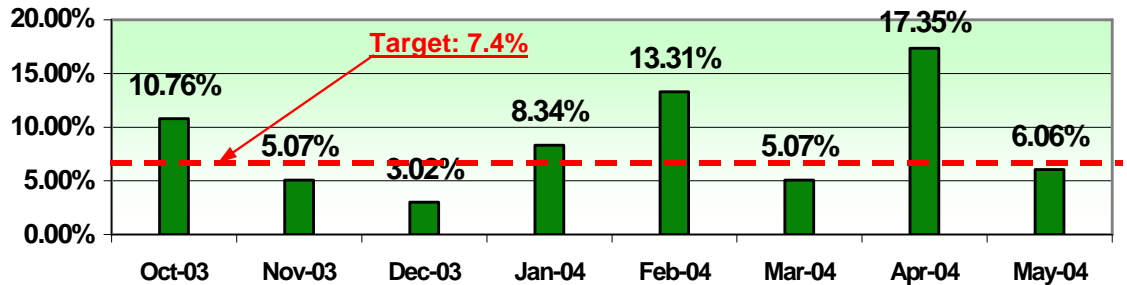


QC/QA NEWSLETTER

'To enrich lives through effective and caring service'

FOOD STAMP QC PAYMENT ERROR RATE FEDERAL FISCAL YEAR 2004



QC/QA ERRORS - FOOD STAMPS

QUICK TIPS

When the participant reports his/her earnings on the QR-7, be sure the correct pay frequency and income pattern is indicated on the **Income Details** screen.

If the participant is reporting his/her earnings using the Monthly Earnings Report, PA 167 and states on the Supplemental Information of Income and Expenses, PA 1728A, that she/he is paid weekly, then his/her pay frequency is weekly.

If the household consists of an SSI/SSP recipient and other eligible household members, then it is recommended that the EW clarify if the household is sharing or not sharing rent with the SSI/SSP recipient either by having a PA 300 on file or documentation in the **Case Comments** screen.

Upon reviewing a case, be sure to check for Companion Case # in the **Eligibility Summary** screen to be sure we are including all mandatory Food Stamp household members on our case.

During the certification or recertification process, clarify any inconsistencies that may exist among case documents, such as the DFA 285-A1, DFA 285-A2, SAWS 2, and the LEADER Statement of Facts.



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